

FULL COUNCIL AGENDA



To: Cllr S Ward (Chairman) Cllr J Roberts (Vice Chairman)
Cllr M Barnes Cllr Mrs P Godwin
Cllr P Mackenzie Cllr Mrs E MacTiernan
Cllr E Phennah Cllr C Porter
Cllr G Shelton Cllr K Sollis
Cllr Mrs S Terry

Date: 4th June 2020

NOTICE OF MEETING

You are summoned to a of the Council that will be held on **WEDNESDAY, 10th June 2020**, commencing at **7.00 p.m.** to include a period of public participation directly after 'Apologies' have been received.

Following the passing of the Coronavirus Act 2020 (c.7), Council are unable to meet in person during the COVID emergency. This meeting will, therefore, be held online via the Zoom video conferencing system. To view the meeting from a computer, tablet or smartphone go to the Zoom Website (zoom us), click 'join a meeting and enter the Meeting ID:

ID: 337 090 2377
Password: NPC123

Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions; Equal Opportunity (age, race, gender, sexual orientation, faith, marital status and any disability), Crime & Disorder (Section 17), Health & Safety and Human Rights

Members are also reminded that **photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is now permitted under the Openness of Local Government Bodies Regulations 2014.**

The records of these meetings will be available online or by written request to the Clerk.

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Clerk of the Council

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WEDNESDAY, 10th JUNE 2020 at 7.00 P.M.

1. **Apologies for absence:** To receive apologies for absence.
2. **Public Participation:**
 - i. To approve adjournment of meeting to allow for any public participation (up to a maximum of 10 minutes in total, and a maximum of 3 minutes per person).

Members of the public are welcome to attend meetings and can use the link to join. Members of the public have no right to participate in the general proceedings of the Council, unless invited to do so by the Chairman. During the meeting members of the public will be muted.
 - ii. To approve re-convening of meeting.
3. **Declarations of Interest:** Following adoption by the Council on 11 July 2012, of the Northway Parish Council Code of Conduct, Members are invited to declare any interest they may have in the business set on the Agenda to which the approved Code of Practice applies. Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.

In addition, Members are reminded to declare any new Interests or notify the Monitoring Officer of any changes to their existing Register of Interests.
4. **Councillor Resignation/Vacancy:**
 - i. **Resignation** - To receive resignation from Cllr Bailey. Tewkesbury Borough Council have been informed of this and will shortly forward a Notice of Vacancy to be displayed.
 - ii. **Long Service** - In line with the 'Policy for Ex-Councillors' agreed under Min Ref C/113/15 that 'Councillors who have served two full terms with the Council (or 8 consecutive years) and with a two thirds attendance should have their service to the Community recognised. (A special dispensation will be allowed for absence relating to long term ill health). The manner in which this takes place will be agreed by the Council at that present time'. To consider and agree.
 - iii. **Notice Board** – To consider responsibility for the Noticeboard at the Northway Centre. To agree.
 - iv. **Current Vacancy** - No applications have been received to date for the position for co-option.
5. **Council Meetings: -**
 - **Minutes of the Council Meeting that took place on 13th May:** For approval and signature ([copy circulated to Members](#))
 - **Minutes of the Extraordinary Council Meeting that took place on Wednesday, 27th May 2020:** For approval and signature ([copy circulated to Members](#)).
6. **Matters Arising from Council Minutes/Clerks Report:**

C/100/20 Council Accounts – Water Plus – To receive a response from Water Plus to the recently escalated complaint relating to the lack of meter readings.

C/101/20 Parish Assembly – To receive confirmation that a flower arrangement and Certificate of Appreciation have been delivered to Elizabeth Brown from the Luncheon Club.

C/107/20 Correspondence received after – Play Rangers – The Play Bags were delivered to Northway Infant School. An email of thanks has been received from Mrs Hibberd (Head Teacher, Carrant Brook School)

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6. **Matters Arising from Council Minutes/Clerks Report:** (Continued)
C/113/20 Correspondence received after – Lee Walk Hedge – A letter has been sent to the residents in Lee Walk reminding them not to cut the hedge and the implications if they continue to do so.
7. **Roads & Road Safety:** To discuss any issues of concern that require attention before the next Road Safety Committee Meeting or that are not the responsibility of the Stakeholder Manager.
8. **Planning Committee:** To receive the Minutes of the Planning Committee Meeting held on 20th May 2020 (copy circulated to Members)
9. **General Purposes Committee:** To receive the Minutes of the General Purposes Committee Meeting held on 20th May 2020. (Copy circulated to Members)
10. **Finance Committee** – To receive the Minutes from the Finance Committee Meeting held on 27th May 2020 (Copy circulated to Members)
11. **Staffing Committee** – To receive the Notes from the Staffing Committee Meeting held on 3rd June 2020 (To be tabled, if available).
12. **County Councillor's Report** – To receive.
13. **Borough Councillor's Report** – To receive
14. **Council Accounts:** To approve the schedule of bills paid and cheques for payment at 10th June 2020. (To be tabled)
15. **Annual Governance Return and Accounts for the Financial Year 1 April 2019 to 31 March 2020**
 - i. **Internal Auditor's Report** – To receive the Internal Audit Report and receive recommendations from Finance Committee and consider actions. To determine. (copy circulated to Members).
 - ii. **Annual Governance Statement** - To receive recommendation from Finance Committee (Min FIN/36/20ii refers) that the responses were accurate and should be approved by Full Council. To determine. (copy circulated to Members)
 - iii. **Accounting Statements** – To receive recommendation from Finance Committee (Min Ref FIN/36/20iii refers) that the Accounting Statements were accurate and should be approved by Full Council. To determine. (copy circulated to Members)
 - iv. **Financial Statements for the Year ended 31 March 2019** – To receive recommendation from Finance Committee (Min Ref FIN/36/20iv) that the Statements for the Year ended 31 March 2020 should be approved by Full Council. To determine (copy circulated to Members).
 - v. **Exercise of Electors Right** – To receive information relating to the changes by The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. To confirm period which the Council wish to exercise
 - vi. **Further Items** – To consider any further items relating to the end of year accounts and Audit. To determine any necessary action.
16. **Pollution** – It was agreed (Min Ref C/45/20) to reconsider to subject of Air Pollution. A document sourced by Cllr Shelton from Tewkesbury Borough Council was emailed to Members on 13th February 2020. To consider whether Members wish to undertake any action. To agree.

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17. **Corona Virus (Covid-19) / Community Hub**

- i. **Opening Hub** - Following contact by hirers (Yoga/Slimming/Mindfulness) and following Government Guidelines to consider safety measures that could be put in place at the Hub following any relaxing of Lockdown, i.e. hand sanitisation stations (mounted or on a table), facemasks etc. To receive information and determine any action.

Cllr Terry is joining a GRCC zoom meeting covering the subject of 'Opening Up Community Buildings.'

- ii. **Risk Assessment** – To review Risk Assessment and consider amendments and approve. (copy circulated to Members)
- iii. **Local Nomination** - To receive an email nomination for a resident to be recognised by the Council with a special award. To consider and determine any action.
- iv. **Government Nomination** - Covid-19 Honours Nomination Form (Government)– To consider whether the Council wish to nominate anyone. To determine.
- v. **Further Actions** - To consider any other necessary actions relating to the Corona Virus and determine.

18. **Crime and Disorder** – To receive report of a fire that took place on the grounds opposite the Northway Centre. A large number of needles were found at the site (this has been reported to the Police). To consider whether the Parish Council should request that TBC clear the area. To determine.

19. **Ashchurch/Northway Bridge Project:**

- i. **Feedback Letter** - To receive letter from Tewkesbury Garden Town Team (letter that was distributed to residents). For information.
- ii. **Monthly Meeting** - The Chairman was invited to be involved in a monthly meeting with the Tewkesbury Garden Town Team, it has now been confirmed that other Councillors can attend. To determine. (No agenda will be provided for the first meeting as it will for setting out the Terms of Reference).
- iii. **Response from Tewkesbury Garden Town Team** - Following the Extraordinary Council Meeting that took place on Wednesday, 27th May 2020 to receive any response from the Tewkesbury Garden Town Team to matters raised by the Parish Council. To determine any necessary action.
- iv. **Save Our Settlement** – To receive copy of flyer relating to the Ashchurch Bridge. For information.

20. **Correspondence for Action:**

- i. **Tewkesbury Borough Council (TBC)** – Tewkesbury Borough Plan Submission for Examination. The Plan has been submitted to the Secretary of State for Housing Communities and Local Government. The letter details how the documents can be viewed. To consider whether the Council wish to put Notices in the Parish Noticeboards. To determine.

21. **Correspondence for Information:**

- i. **National Association of Local Councils (NALC):**
 - a) Newsletters - 28/05/20 and 29/05/20
 - b) Chief Executives Bulletins 15.05.20, 22/05/20 and 29/05/20.
- ii. **Tewkesbury Borough Council** - Press Release 'Joint grant scheme launches soon to support local businesses'

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21. **Correspondence for Information** (Continued)
 - iii. **Gloucestershire Association of Parish and Town Councils (GAPTC)** - Newsletter 26/05/20.
 - iv. **Gloucestershire County Council** – Briefing Paper ‘Encouraging walking and cycling: announcements from DfT May 2020 and TCC Proposals ([Document forwarded to Members by email](#))
22. **Correspondence Available In Clerk’s Office**
 - i. **Robert Hitchins** – Press Release – Largest Dobbie’s Garden Centre in the South West signed up as a Leisure Anchor for Designer outlet Cotswolds’.
23. **Correspondence received after 4th June 2020**

The next meeting of the Full Council will be Wednesday, 8th July 2020